

Performance Review – Preliminary Reflection

Name: Leah Gibbons

Date: 2.10.2023

Think about the required skills and knowledge of your job role.

Rate yourself on a scale of 1-10

(1 – Limited, 5 – Satisfactory, 10 – Exceptional)

Skills/Knowledge	What level of this skill do you think is required for your position? (1-10)	How would you rate yourself? (1-10)	Do you feel you are meeting the requirements of your position? (Y/N/could improve)	Further Development Required? (Y/N)
Skills				
Communication	10	10	Yes	NO
Initiative	10	9	Yes	NO
Enthusiasm	10	9	Yes	NO
Punctuality/Time Management	10	9	Yes	NO
Respect/Empathy (children, families, and colleagues)	10	10	Yes	NO
Effective Decision Making	10	10	Yes	NO
Leadership	10	9	Yes	Yes
Supervision	10	9	Yes	NO
Written Communication/ Children's Documentation	10	8	Yes	NO
Phone Etiquette	10	9	Yes	NO
Professionalism	10	9	Yes	NO
Knowledge				
National Quality Standards (Quality Areas)	10	8	Yes	Yes
EYLF / KCG	10	8	Yes	Yes
National Law and Regulations	10	8	Yes	Yes
Staffing and Ratios	10	10	Yes	NO
Centre Policies and Procedures	10	8	Yes	Yes

Performance Review – Preliminary Reflection

Name: Leah Gibbons

Date: _____

What feedback do you get from others about your practice? (Think about both positive and constructive comments)

Parents reminding me that they can see how well ~~and~~ we are doing with their children and how happy they are with their children being cared for by myself and the room leaders.

What do you feel are your greatest strengths?

Being able to gain trust and relationships with the children and families as well as staff.

What areas of your practice do you most want to improve on or further develop?

Being more 1. would one day like to be a room leader or in the office.

What are your goals for the next five years?

Be a diploma + study my ea in special needs. Hopefully be a room leader or somewhere higher up.

Is there any way in which we can support you to achieve these goals?

Maybe when the time comes and if I ever get the chance to go higher up.

On a scale of 1-5, what is your level of job satisfaction? 4

Please tell us the main reasons for your rating above:

there is always room for improvement on my end.

Any additional comments: